



Event Spaces

Library of Congress Regulations permit the use of certain Library facilities for meetings and special events. This agreement sets out the rights and obligations of the Library of Congress and an outside organization which seeks to sponsor an event at the Library and complies with those regulations by agreeing to the provisions herein. Said outside organization is hereinafter referred to as "sponsor".

Sponsorship

Library of Congress events co-sponsored or held in cooperation with or in conjunction with a sponsor will involve the participation of Library staff and must relate to the Library's mission, programs or collections.

- **Congressional Leadership Events/Great Hall**

The Great Hall and adjacent spaces in the Thomas Jefferson Building are available to the Congressional leadership for events which the Member hosts and must relate to the responsibilities of the leadership and to the business of Congress. Congressional leadership events have first priority.

- **Congressional Events/Members Room Hall**

The Members Room may be used by Members of Congress for meetings and conferences that relate to the business of Congress. Members must preside. Only seated functions will be permitted. No furniture may be moved to accommodate an event. The Members Room is also available for use by the Librarian of Congress.

- **State Functions**

In exceptional cases determined and approved by The Librarian, official functions for foreign heads of state may be held in the Library of Congress. The Librarian may grant such approval after consultation with Congress and the Department of State. Requests by private organizations for events involving foreign heads of state or senior foreign officials will be considered by the Librarian of Congress who may consult with Congress and the Department of State as appropriate. All conditions of this agreement shall apply to such events.

- **501 (c)(3) Non-profit Organizations**

Cultural, educational, literary, scientific, and other organizations as defined under Title 26, Internal Revenue Code, Section 501 (c)(3).

- **Corporate Organizations**

All organizations other than 501 (c)(3).

Unauthorized Events

The sponsor acknowledges that the use of Library facilities is not authorized for the following:

- Events of a primarily personal, political or fund-raising nature
- Events where the sponsor is planning to charge admission fees, make collections, seek contributions, give door prizes, have auctions or raffles
- Events sponsored by organizations practicing discrimination based on race, color, creed, sex, age, national origin or condition of physical ability
- Events where the sponsor intends to use the Library facilities for advertising or promoting any product or service for profit
- Events where the sponsor intends to conduct religious or lobbying activities, hearings, press conferences
- Personal celebrations conducted by outside groups or others not on official business

Reservations

The sponsor may request space in the Library by telephone. The telephone request must be followed by a written proposal requesting use of space. If the Library does not receive a proposal within four weeks, the reservation will be canceled. Space is held conditionally until the proposal is either approved or denied. An outside sponsor's reservation may be canceled at the discretion of the Librarian of Congress or if a subsequent request for the same date is received from the Congressional leadership or the White House. In these extremely rare cases, the deposit will be refunded and a suitable alternative space will be offered.

Event Schedule

Events in the Library's facilities will begin after 5:30 p.m. only and will conclude by midnight. Functions are not permitted on Sunday.

Docents

Library of Congress docents are available to interpret the art, architecture, history and operations of the Library for event guests. Sponsors will notify the Office of Special Events and Public Programs in a timely fashion if docents are needed and agree to pay overtime for their services. Sponsors using the Jefferson Building Visitors Gallery on Monday, Wednesday or Thursday evenings when the Main Reading Room is open must hire a Library of Congress docent for the Gallery in order to keep noise to a minimum.

Postponements/Cancellations

Performance by either the Library or the sponsor under this agreement may be excused during the period such performance is prevented or delayed by government restrictions (whether with or without valid jurisdiction), war or warlike activity, insurrection or civil disorder, labor disputes, or any other causes similar or dissimilar to the foregoing that are beyond the control of either party and are not foreseeable at the time this agreement is executed. If the Library is

required to close its buildings on the day of an event because of severe weather conditions, the sponsor will only be responsible for the overtime, security and staff personnel costs incurred prior to closing. The Library will excuse and refund all other budget costs set out in paragraph (8) below, (including any voluntary contribution). If the sponsor cancels the event more than six months from the date of the event, the sponsor will receive a full refund of the 50% deposit. If the sponsor cancels six months or less from the date of the event, the Library will retain 20% of the initial payment as recompense for expenses incurred. The remainder will be refunded.

Right to Review

The Librarian reserves the right to review and approve sponsor's guest list, invitation or other printed matter relating to the event, caterers and other vendors, and facilities management. The sponsor will submit the printed materials to the Office of Special Events and Public Programs for review and approval prior to printing. Upon request, the sponsor will provide the Librarian with the guest list, including titles and organization affiliations, one week prior to the event. Use of the Library of Congress name, seal or logo without review and approval by the Library is prohibited.

Estimated Costs

The outside sponsor will be responsible for costs associated with the event held at the Library. The Office of Special Events and Public Programs will provide the sponsor with a budget of estimated expenses when the proposal is approved. The sponsor will send with the signed agreement a check payable to the Library of Congress for 50% of the estimated expenses within 30 days of receipt of the budget. The balance is due no later than 30 days prior to the scheduled date of the event. The Library will cancel the event if the balance has not been received within 30 days prior to the event and will retain 20% of the initial payment as recompense for expenses incurred. The remainder will be refunded to the sponsor. A final accounting will be provided to the outside sponsor following the event.

Librarian as Host

The Librarian of Congress or his representative will have the option to be the host at events sponsored by outside organizations and to deliver welcoming remarks during the event. The sponsor will contract for sound support, platform, and podium if deemed necessary by the Library of Congress.

Library Invitations

The Librarian may request from the sponsor up to six (6) invitations for an approved event. If this request is made, the sponsor agrees to provide invitations in a timely manner.

Congressional Accommodation

Members of Congress must be accommodated regardless of when they arrive in the sequence of the program or event. Whenever a Member of Congress attends an event in the Library in which there is assigned seating, a Library of Congress staff member will be seated at the same table or in the same block of seats.

Seating Arrangements

The Librarian or his designee will be seated at the head table for a seated function. The sponsor will provide seating arrangements for The Librarian and other invited Library staff in prior to the event.

Catering

The sponsor will arrange for any catering that may be required for the approved event. A sponsor is free to select any professional, full-service caterer. The Library upon request, will supply a list of caterers which work in the Library with some frequency. It is the sponsor's responsibility to assure that any caterer selected is aware of service responsibilities under this agreement and agrees to coordinate with the Special Events Officer and the Public Program Services Manager for the approved event.

Entertainment

The Library reserves the right to determine whether entertainment or dancing is appropriate to the institution and the facility. The Special Events Officer, in consultation with the Facilities Committee, will approve entertainment and dancing requests in advance. Amplified entertainment will not begin in the Jefferson Building before 9:30 p.m. on Monday, Wednesday and Thursday when the Main Reading Room is open.

Audio-Visual Requirements

If audio-visual equipment is required, the sponsor will submit all arrangements and technical requests to the Special Events Officer for approval and coordination. Equipment provided by outside companies will be delivered, stored, and removed under the guidance of and at the times directed by the Library's Public Program Services Manager.

Photography

If photography is required for the approved event, Library regulations require that permission be secured in advance. Library regulations preclude the use of photographs to promote commercial enterprises or commodities. If photography is required, the sponsor will make the required request and bring this requirement to the attention of any caterer or other sub-contractor or agent.

Facility Damage

The Librarian maintains the right to consider the physical impact on the facility of events sponsored by outside organizations and to cancel an event which may cause damage to the facility. Where the Librarian has approved a sponsor's use of the facility and damage does result from improper use, the sponsor will be responsible for and agrees to pay the actual costs of damages resulting from such improper use.

This agreement constitutes the entire understanding of the parties hereto. Any modification or amendment hereof will be in writing and signed by the parties hereto.

Agreed to and accepted on the day and date set out below:

	Library of Congress	_____
		<i>Name of Organization</i>
By	_____	_____
	<i>Signature</i>	<i>Signature</i>
Name	_____	_____
Title	_____	_____
Date	_____	_____

Signed agreement must be returned within 30 days with required 50% deposit.
50% deposit is not required for Madison Building Events.